



SOCIETIES & SPORTS CLUB VOLUNTEER FACILITATOR

ROLE DESCRIPTION

Student Activities & Community Council

DESCRIPTION

TIME REQUIRED FOR ROLE:

This is a part-time voluntary position with a weekly stipend roughing 3-4 hours a week, excluding University closure periods and out of term weeks.

TERM OF OFFICE:

This is a term time only position lasting 48 weeks. The role will commence at the start of the 26-27 academic year.

QUALIFICATION FOR ROLE:

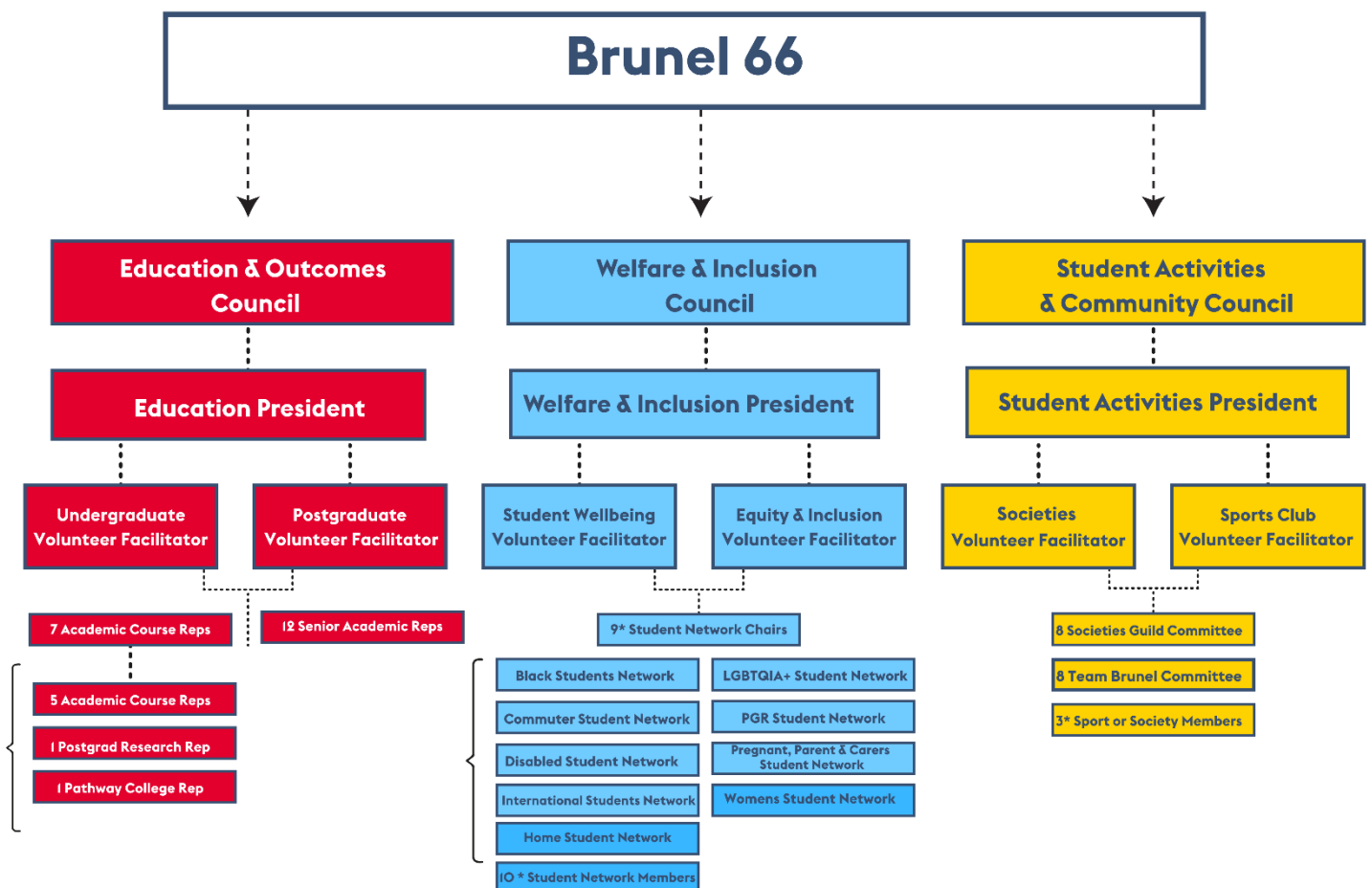
Must be a current student at the Brunel University London when applying and be a full member of the Union of Brunel Students. You must have be a member of a Student Activities student group (either a society or sports club. Ideally you will have demonstrated interest in improving the student experience and advocating for student's needs, as well as having excellent communication skills and the ability to build positive relationships and work collaboratively with students and staff.

INTRODUCTION

The Societies Facilitator and Sports Club Facilitator roles are pivotal voluntary roles within the student community, designed to ensure that student voices are given the opportunity to be heard and valued within the Student Activities and Community Council. As a Facilitator, you will act as co-vice chair of the Student Activities and Community Council and support the Chair (Student Activities President) with the smooth running of Council meetings.

Brunel 66

Brunel66 is our new Student Assembly and is the Union's main decision-making body. It creates and oversees our guiding policies, holds the Student Officers to account, and is involved in Union campaigns and development. Brunel66 will consist of 66 members across 3 councils: Education & Outcomes Council, Student Activities & Community Council and Welfare & Inclusion Council.



Student Activities & Community Council

Operation

- The Student Activities & Community Council (SACC) will meet 6 times in total (4 Brunel66 meetings and 2 council meetings) and will be chaired by the Student Activities President.

Volunteer Facilitator Role

- The Societies & Sports Club Facilitator roles will be chosen via an application process and selected by a panel of University & Union staff. The Volunteer Facilitatory will co-chair the Student Activities & Community Council.

Societies Guild Committee

- Members are elected during the Semester 2 society committee elections. In order to run for a Society Guild Committee position, you must have a societies membership. There are 8 spaces available.

Team Brunel Committee

- Members are elected during the Semester 2 Team Brunel committee elections. In order to run for a Team Brunel Committee position, you must have a Team Brunel membership. There are 8 spaces available

Student Activities Members

- Student Activity members (students who have either a Team Brunel or Society Guild membership), who wish to join the Student Activities & Community Council, will have to express their interest. There are 3* available positions.

Responsibilities

- Debate and implement policy and campaigns that relate to student's social experience (e.g. societies, sports / fitness provision and off campus activities) and feelings of community (e.g. One Brunel activities).

MAIN PURPOSE OF ROLE

The Societies Facilitator and Sports Club Facilitator roles are pivotal voluntary roles within the student community, designed to ensure that student voices are given the opportunity to be heard and valued within the Student Activities and Community Council. As a Facilitator, you will act as co-vice chair of the Student Activities and Community Council and support the Chair (Student Activities President) with the smooth running of Council meetings.

- Act as co-vice chair for the Student Activities & Community Council.
- Work with the Student Voice Team, the Student Activities team and Student Activities President, to coordinate activity focused on improving the community and supporting student groups.
- Support the Student Activities President in the smooth running of Council Meetings which includes but is not exclusive to:
 - ⇒ Arranging Council Meetings (a minimum of 2 meetings) ensuring that meeting is quorate
 - ⇒ Preparing and circulating Agenda, minutes and associated papers.
 - ⇒ Attending Brunel 66 Meetings (4 meetings per academic year).
 - ⇒ Ensure minutes of Council Meetings are recorded and circulated.
 - ⇒ Ensure Council Actions are recorded and actions are acted upon.
 - ⇒ Recording non-attendance of members and ensuring members are held accountable.
 - ⇒ Actively promoting the Council and communicating its achievements.
 - ⇒ Assisting other members of the council as needed in furthering their initiatives and objectives.

Student Activities & Community Council

The membership of the Student Activities & Community Council can be found above.

Student Activities President

The Student Activities President is the senior representative on all matters relating to student's experiences at the university outside of academia, with a focus on societies, Team Brunel, Raising and Giving (RAG), societies and community outreach. They represent the collective interests and needs of students relating to student living and ensure that student's extracurricular interests are represented in the relevant decision-making processes in the Union and University. The Student Activities President works closely with the Student Activities and Commercial departments to expand One Brunel, foster an inclusive environment and create a strong community of sports and societies.

Societies Guild Committee

The Societies Guild Committee are responsible for:

- Proposing and implementing policy that relates specifically to societies and their members.
- Reviewing, monitoring and, where necessary, recommending and approving amendments to the Club and Society Regulations.
- Coordinating societies-related work, campaigns, and proposals to improve student activity at Brunel.
- Holding elected officers to account on matters relating to societies and student-led activity

Team Brunel Committee

The Team Brunel Committee are responsible for:

- Proposing and implementing policy that relates specifically to sports clubs and their members.
- Reviewing, monitoring and, where necessary, recommending amendments to the Club and Society Regulations.
- Coordinating sport-related work, campaigns, and proposals to improve student activity at Brunel.
- To hold elected officers to account on matters relating to sports clubs and student led sport.
- To review and approve all sports club funding requests.
- To be responsible for monitoring and recommending changes to the Club and Society Regulations.

CRITERIA

Education, Experience & Training		Essential /Desirable
• A currently enrolled Brunel Student for the whole academic year 26/27.		E
• A member of a Student Activities student group (e.g. society or sports club)		E
• Experience organising meetings, writing reports and minuting meetings.		D
• A strong interest in helping and assisting others		E
• Experience working as part of a team to deliver a project.		E
• Experience supporting members of community		D
• Administration skills		E
Knowledge		
• Good knowledge of the main issues affecting clubs and societies, and how they are run, supported and developed.		E
• A good understanding and experience of the variety of needs, experiences, difficulties and expectations of a diverse range of students.		E
• Understanding of the Student Union's representation and democracy structures.		D
• Competent in the use of IT and Office Suite (e.g. Word, PowerPoint, Teams & Excel)		E
• An awareness of/ or willingness to learn computer security & data protection		D
• Good interpersonal skills and understanding of how to engage with students from diverse backgrounds.		E
• Knowledge or understanding of how to write a good and clear report.		E
• To take responsibility for specific initiatives.		D
Skills & Abilities		
• A commitment and ability to promote equality, diversity and inclusion.		E
• Strong oral and written communication skills, including the ability to communicate effectively in oral and written English.		E
• The ability to build the trust of community and student opportunities groups.		E
• Negotiation and persuasion skills.		D
• Self-motivation and an ability to use initiative.		E
• Organisational and project-management skills.		E
• Ability to show understanding and sympathy when appropriate.		E
• Ability to encourage students to develop as individuals within our Brunel Community and foster a sense of respect for one another.		D
• The ability to deal with and attempt to resolve situations calmly, with a common-sense approach.		E
• The ability to lead by good example and create a positive influence on others.		D
Additional Attributes		
• A confident, flexible and mature approach and attitude		E
• Commitment to equal opportunities issues.		E
• To be willing to undertake relevant training as required.		D
• Willing and able to work evenings and weekends on occasion as necessary.		E

APPLICATION PROCESS

If you are interested in applying for either the Student Wellbeing Volunteer Facilitator role or the Equity & Inclusion Volunteer Facilitator Role, please complete this short application form.

[Student Activities & Community Council - Volunteer Facilitator Role – Fill in form](#)

The form will ask for a brief statement of interest (maximum 500 words), explaining why you want to become a Facilitator and what you hope to achieve in the role.

Deadline: Wednesday 26th August 2026